The Wales Charter for Member Support and Development

The New Criteria and Assessment Process
2012

A Self Assessment
Pro-forma for the Standard Level Charter

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification		
A1. Members are supported with role descriptions.	Role descriptions are adopted for the: • Leader • Deputy Leader • Cabinet Members • Scrutiny members • Scrutiny Chairs • Scrutiny Co-optees • Chairs of statutory committees • Chairs of area committees • Chair of the Audit Committee • Members of Audit Committee • Chair of Democratic Services • Member of Democratic Services • Ward Member, including community leadership and case work • Chair of Standards committee • Member of Standards Committee • Leader of the Opposition	**What does adopted mean?** Role descriptions exist and have been formally adopted for all the roles listed. There is no need at this level for members to evidence that they perform the roles outlined in the descriptions but they should understand what their role is and what is expected of them. What can be defined as a role description? See ▪ the WLGA model role descriptions for Welsh Authorities and ▪ the WLGA document *The Role of Members in Collaboration* and ▪ The Model Role description for a Scrutiny Co optee Appendix A local Government (Wales) Measure 2011	The Member Development Working Group [MDWG] - [see B6-01 and B6-02 for details of MDWG] discussed and adapted WLGA's: • role descriptions • person specification • competencies There was consultation with the political groups prior to agreement by MDWG on 26 February, 2010. These were agreed at the Council meeting 29 April, 2010 for inclusion in the Constitution. Revised role descriptions, person specifications and competencies to reflect political arrangements and adoption of an Executive were agreed by Council on 28 April, 2011 and added to the revised Constitution [Part 13]. The Constitution formed part of the 2012 Induction	A1-01 – Council minutes extract 2010/04/29 A1-02 – Council minutes extract 2011/04/28 A1-03 – Constitution Part 13 – Contents page A1-04 - Constitution on Members' Portal and

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
	• Member Champion		pack and is also available via the Members' Portal.	website
			Members who undertook the PDR pilot and Cabinet members who undertook PDRs were given a copy of role descriptions.	A1-05 - Letter PDR pilot and information January 2012
			All Councillors sent a copy of the role descriptions etc. with the email inviting them to undertake a PDR.	A1-06 - Email to Members re PDRs and role descriptions 2014/05/21
			Role descriptions further amended in preparation for adoption of the new Model Constitution format in 2014 by MDWG and Constitution Working Group. This Section was agreed by the Democratic Services Committee [DSC] on 13th June 2014.	A1-07 - DSC minutes 2014/06/13
	Guidance is provided to members on their role on outside bodies.	**Outside Bodies** Where members are responsible for formally representing the authority or making decisions that could impact on the authority or	Details of appointments to outside bodies to form a Section of the new Model Constitution. Appointments are made at the Council and Shire	

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
		have legal obligations as - for example trustees of an organisation, they should be provided with a role description. In all instances members should be provided with guidance on their role on the outside body. Officers should secure (where available) terms of reference from outside bodies.	meetings after the 2012 elections. Some appointments are agreed at the Council AGM. Guidance produced on being a member of an outside organisation to compliment WLGA guidance and toolkit agreed by MDWG 27/2/2014. Agreed by Democratic Services Committee [DSC] 4/7/2014.	A1-08 – Outside Bodies – MDWG notes extract 2014/02/27 A1-09 – Outside Bodies – PCC cover information to WLGA guidance A1-10 – Outside Bodies – DSC minutes extract 2014/07/04
A2. Members are supported in undertaking their duties according to high standards of conduct.	All members are provided with training and development in the detail of the local code of conduct, taking into account any changes in the model or local codes as they emerge.	**What can be interpreted as training and development?** Any activities which help members understand what the code is and how they need to work within it. This could include written guidance, induction sessions, workshops, Q&A sessions.	The Induction training programme for 2012 contained Code of Conduct [copy available on CD] for all Members, Planning Committee Members, Non Planning Committee Members and Standards Committee Members. For those individuals who did not attend group or one to one follow up sessions were arranged. A Quick Guide to the Code	A2-01 – Induction Programme extract 2012 A2-02 – 2012 Induction Code of Conduct attendance A2-03 – Code of Conduct

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			of Conduct developed in 2010 will be updated and used at the Code of Conduct refresher session in October 2014. Members asking for individual advice are provided with a detailed commentary to assist in understanding their position on issues and clarify the Code. Such assistance is also provided to County Councillors who are also Town and Community councillors. Information regarding Code of Conduct issues is sent to Members as required. Solicitors are in attendance at Council, Cabinet and Regulatory Committees and senior officers attend other meetings and solicitors are available if required. Democratic and Scrutiny Services staff also	Quick Guide & Scenarios notes 2010 A2-04 - Code of Conduct Scenario questions & answers 2010 A2-05 – Examples of Code of Conduct advice to members A2-06 – Code of Conduct – Local Development Plan and other dispensations

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
			provide advice. Standards Committee also considers issues where conflicts with the Code of Conduct are likely to mean large numbers of members being unable to take part in meetings e.g. school reorganisation, windfarms, trust & voluntary organisations. Blanket dispensations have been granted to allow Members to take part in these important issues.	A2-07 Standards Committee School Governors blanket dispensation January 2013
			Code of Conduct issues are considered by the Standards Committee and the Ombudsman. For the period May 2012 to September 2014, there were nine Members reported to the Ombudsman regarding single issues. A further Member has been reported to the Ombudsman on	A2-08 Standards Committee 2013-05-09 A2-09 Extract from Standards Committee report 2014-09-24

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			three separate issues. Of these complaints the Ombudsman decided not to investigate seven cases. He investigated two cases and found no evidence of a breach. He is investigating two issues and is deciding whether or not to investigate the final issue. The outcome of a complaint received in the previous period was heard by the Standards Committee in this period and a one month suspension imposed. Details of the numbers of complaints and their status is reported to the Standards Committee.	
A3. Members are supported in understanding their roles and responsibilities as set out in the Constitution.	All members have received training on and understand the contents of the constitution, including: • the roles, responsibilities and limits to the roles of committees	Training has been made available to all members and take up of this has been high. The constitution sets out the roles and responsibilities of every committee and broadly the role of the key players at each committee, for example	The 2012 Induction Programme covered these issues and was presented by the Executive Management Team. Attendance at Induction was high and Code of Conduct has to be completed by all members.	A3-01 – Induction training for New Councillors May 2012 A3-02 – New Member Induction slides May 2012 A3-03 – Life as a Councillor – what to expect in the first 3 months A3-04 – Political Groups

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	- the role of individual members and officers - Member/officer protocols - meeting practice - standing orders - rules of debate	chairs, support officers and regular/key participants. Role descriptions may be in the constitution or as a separate document but should be formally adopted and valued.	In addition the 2012 Induction programme for specific committees covered the specific issues for each Committee. For example the Planning, Taxi Licensing & Rights of Way Committee training included the Planning Protocol. Members of specific committees are prohibited to sit on these committees if they have not completed the training. Protocols etc. developed as required to support members on their respective roles. Protocol on Civic & Executive matters developed in April 2013. Member led Constitution Working Group [Sub-Committee of Democratic Services Committee [DSC]] is currently reviewing the constitution. Sections are	A3-05 – Committee Induction Programme A3-06 Attendance Induction 2012 A3–07 - Protocol on Civic & Executive matters April 2013 Version 1 A3-08 Constitution Working Group membership

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			considered as required by appropriate Committees. Final revised version will be recommended by DSC for adoption by Council.	A3-09 Extracts of Planning, Taxi Licensing & Rights of Way Committee minutes
B. Member Development				
B1. A member learning and development strategy has been adopted.	A local member development strategy is in place. The strategy sets out the approach that the authority and the Democratic Services Committee takes to member development. It includes: • a commitment to and methodology for undertaking development needs analyses through a PDR scheme or TNA for those members not requesting a PDR, which identifies the local and national, collective and individual development needs of all members. • a commitment to and methodology for		A Member Development Strategy was agreed by Council on 24 April, 2008. The Strategy was revised to reflect the adoption of an Executive system by the MDWG in June 2011 and was adopted by the Council in July 2011 and added to the Constitution. The Strategy is currently being reviewed.	B1-01 – Council minutes extract 2011-07-14 B1-02 – Member Development Strategy for Powys v2.1

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification		
	developing members according to the needs of the organisation. • a commitment to and methodology for creating personal development plans for all members. • a methodology for responding to the development needs of members identified in their personal support and development reviews or TNAs.			
B2. Arrangements are in place for all members to be offered a PDR.	Personal support and development reviews which are: • based on role descriptions • contribute to personal development plans • are conducted by senior members or other deemed suitably qualified as set out in the Measure guidance • are made available for all members and must be undertaken by members in a receipt	**What is a PDR?** An opportunity for a member to discuss with any senior member or other suitably qualified person their own requirements for training and development. This **should** include some examination of current duties as set out in the role descriptions listed above and **may** include some self or supported reflection on current performance as a starting point. The outcomes	Pilot PDRs completed by February 2013. Pilot report discussed at MDWG June 2013 and process agreed by DSC July 2013. PDRS for 13 out of 14 Members in receipt of SRAs completed by November, 2013. A change in the Executive in December 2013 and January 2014 meant that PDRs for new Members in receipt of SRAs was	B2-01 – MDWG notes extract 2013-06-10 B2-02 – MDWG notes extract 2013-10-16 B2-03 – DSC minutes extract 2013-07-15 B2-04 Personal Development Review paperwork B2-05 Letter PDR pilot and information January 2012

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	of a senior/civic salary. **Note**, although the measure does not require the leader to undertake a review, the Charter does. The Charter requires that all members in receipt of a senior salary undertake this. The Measure is voluntary but for all members.	of the discussion **should** feed into a personal development plan held by the member with the required development activities and also be recorded by the authority so that development activities can be arranged to support every members needs. The WLGA document 'Guidance for Authorities Planning to Implement Personal Development Reviews for Member' provides guidance in this area. Anyone conducting reviews should have received training in their purpose and methodology.	scheduled to be completed by summer 2014. Further changes in the Executive during the summer 2014 has delayed this further. Email sent to all Members [not in receipt of SRAs] May 2014 offering them an opportunity to complete a PDR. Up to September 2014 two Members have asked for a PDR. A further reminder is to be sent. Development needs identified are reported to the MDWG. Members Reviews undertaken by Head of Democratic Services, Cabinet Manager and Democratic Services Officer [as agreed by MDWG 2013-06-10 (B2-01) and refresher training in 2012	B2-06 Email to members re role descriptions and PDRs 2014-05-21 PDR info MDWG 2013-06-10 B2-07 Officers' PDR refresher course details

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B3. A development programme for councillors is in place with a mechanism for its annual review. **All councillors are made aware of, guided to and are able to access the development activities equally.**	An annual development programme informed by the member development strategy is in place • The annual development programme is planned and publicised in advance. • Members are made aware of development opportunities provided in response to their needs. The timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities.	There is an annual programme of events and learning opportunities for members both collectively and individually. This programme is informed by the organisational priorities set out in the strategy and in any requirements identified in the personal development plans which emerge from PDRs and TNAs. The programme should be developed by relevant officers and members for example the DSC/MDWG/ MD Champion, DS/HR officers and directors/service heads. The programme includes 'specialist' areas of development reflecting the needs of members in developing skills and understanding in both corporate governance and thematic or service areas. The programme is provided to members giving sufficient notice for attendance. Members are notified of	The MDWG is responsible for developing and reviewing the development programme. A Member Development Programme has been developed for 2012 -2016 providing monthly development sessions. Monthly sessions are included in the Council diary following a request by Members for regular dates to be identified. Members receive regular email reminders of topics. Members receive an email at least two weeks before a development session advising them of the session which includes objectives, content, format etc. The MDWG reviews and develops the programme at each meeting. Evaluation	B3-01 Member Development Programme 2012-16 B3-02 Member Development email 2014/05/07 B3-03 Member Development email providing details of session on 2014/03/28 B3-04 Member Development session details 2014/02/21. B3-05 MDWG notes extract 2013-10-16 B3-06 Member

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		specific events in which they have expressed an interest. The programme is designed to offer choice or variety of opportunities to attend.	reports of the Member Development sessions have been reviewed by the MDWG since January 2011. Evaluation reports are also sent to the relevant Portfolio Holder and officers for comment. Issues and further development requests raised by Members are addressed by the MDWG. MDWG considered the identification of mandatory and non-mandatory development in January 2014. Draft proposals considered by the Standards Committee in February, 2014. Views of the Standards Committee considered by MDWG in February, 2014 and comments went back to the Standards Committee for further consideration in April, 2014. MDWG in June 2014 reviewed and agreed recommended position to	Development session evaluation form 2014-04-28 B3-07 Mandatory & non-mandatory development draft January 2014 B3-08 MDWG notes extract 2014-01-16 B3-09 MDWG notes extract 2014-02-27 B3-10 Extract Standards Committee minutes 2014-04-09 B3-11 MDWG notes extract 2014-06-09

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification		
			DSC. DSC to consider at October 2014 meeting. Distinction between types of development to be implemented from the AGM 2015.	
			Training Needs Analysis used in PDRs.	B3-12 PDR Training Needs Analysis
			Members are encouraged to access internal staff training Courses and E-learning. Members reminded of E-learning included in Members' Bulletin July 2014.	B3-13 MDWG notes extract 2014-06-09 B3-14 Members Bulletin extract July 2014
			Details of development undertaken is recorded on their individual files on Trent.	
			A post member development evaluation form has been developed and will be piloted over the next six months	B3-15 Member development post session evaluation pilot

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B4. Prospective candidates, candidates and new members are informed of their role and responsibilities.	▪ The Council uses the national guidance and support materials available for candidates and prospective candidates. ▪ All new or returning members are provided with a programme of induction.	**What is the national Guidance?** This refers to the materials provided by the Association and others, to people in the community (not just those who have decided to stand) to encourage them to stand for office and to those who have already declared their intention to stand. These will be different for each election and at different times in the political calendar. The Association will have an overview of what is available. **What constitutes an induction programme?** This will vary between authorities but should at the base level be any activity that introduces new members to their roles both within and outside the council and the work of the authority generally. Use is made of the national induction materials provided by the WLGA.	The WLGA guidance and support materials for candidates and prospective candidates were issued prior to the 2012 elections. The Induction training programme for 2012 was provided to all Members. Democratic & Scrutiny Services organise and take part in induction and support & handhold new Members including signposting new Members to relevant officers. All Members were also provided with a New Members' Pack, which was reviewed by the MDWG for the 2012 elections. It is the intention to include Role Descriptions and Competencies information on the role of Members, and in relation to membership of	Principal Elections Officer has confirmed that the national guidance and support material was used See A3-01 to A3-05 See A2-01 B4-01 Members Information Pack 2012 example of contents

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			committees to all Members in the Members Pack for 2017. Specific role descriptions and competencies will be distributed to individual Members on their appointment to other roles e.g. chairs, Members of Cabinet. MDWG has agreed Management structure information showing Chief Executive, Strategic Directors and Heads of Service etc. which has been included on the Members' Portal and displayed in the Members' Support Unit. This will be included in the 2017 New Members' Induction Pack. New Members will receive support from the Member Support Unit.	
B5. Development activities are relevant and of high quality.	Learning activities are provided in appropriate styles and settings based on the	**What are appropriate styles and settings?** A mix of for example	A range of learning activities are used: • Development seminars	B5-01 Examples of learning activities

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
	learning needs and styles of individuals and committees. The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities. This could include internal, external and collaborative arrangements.	formal/informal group/individual, interactive/passive working environment/away day. The authority would need to demonstrate an effective selection process for commissioning training. This might include working with the WLGA and should include working collaboratively where appropriate with other authorities to share intelligence or undertake joint procurement. Internal training, (rather than briefing) should be designed and provided with the support of training/OD professionals in addition to member support or policy/service officers.	including the use of workshops, self-assessments, breakout groups, scenarios, sessions run by youth forum, table top exercises • Briefing papers • Committee based development • Visits to sites/facilities e.g. Licensing Committee visited a local Betting Shop and Caravan park • Newsletters including Connect, Red Kite [up to January 2014], Archives (Almanac). It is hoped that access to development sessions will be improved when sessions can be videoed and made available to members "live" in other locations or to them in a recorded format. This will reduce members' need to travel to County Hall and will be a valuable support to member development. It is hoped that new	

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			equipment will be available from early 2015	
			The use of "voice overs" on presentations has been considered.	B5-02 Supporting learning MDWG notes extract 2013-02-05
			Development to meet the needs of Cabinet provided.	B5-03 Cabinet development 2012-13
			The MDWG has developed a draft Member Development Questionnaire which can be used when Members undertake PDRs.	See B3-12 for development questionnaire
			Members receive individual IT support either at Council offices or at home from dedicated Member IT staff.	See C1-02 for details of IT support
			Internal training courses provided to officers are also promoted to Members via email and members are encouraged to attend. Details of courses attended are recorded in Members' training records.	

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			Finance Scrutiny Project – training to be provided by Centre for Public scrutiny, Grant Thornton and CIFPA on an ongoing basis from October 2014 to March 2015.	B5-04 Proposal for strengthening financial scrutiny project B5-05 Councillor training and needs assessment survey
B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring the out comes.	The Authority has clearly defined the arrangements for developing, implementing and monitoring its strategy for member support and development. Individual members and officers have clear roles in leading and championing this area. The needs of all political groups and independent members are taken into account regardless of political affiliation.	This role should be undertaken by the Democratic Services Committee and its chair or other appropriate fora such as a member support and development working group. Individual member(s) and officer(s) have clear overall responsibility for developing, implementing and monitoring the strategy and progress of the programme.	The politically balanced Member Development Working Group [MDWG] together with relevant Portfolio Holders has a key role in overseeing the implementation of Member Development and delivery of the Strategy. The Head of Democratic Services has overall responsibility for the strategy. The MDWG reports to the DSC, which receives its notes of meetings and recommendations. As required the DSC makes recommendations and reports to the Council. Member Development issues from the MDWG	B6-01 Politically balanced MDWG B6-02 Officer Membership of MDWG B6-03 DSC minutes extract 2013-07-15 See B3-08 – B3-10

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			notes are reported to the Standards Committee and the latter's views etc. are considered by the MDWG. The Member Development Champion attends relevant meetings of the Members and Support Officers Network as well as WLGA Annual Conference.	
B7. Resources are identified and provided for member development.	Dedicated resources are identified and provided for member development activities. The authority provides the "reasonable level" of development required by the Measure.	**How dedicated is dedicated?** Resources are specifically put aside and used for member development. The development activity can be very widely interpreted but should not be the usual business of the council. It could include traditional briefing, workshops or seminars handbooks, e. learning, induction activities. Resources should also include staff time, shared where possible between authorities.	2014/15 Budget £11,540. During the first year of a new Council this budget is increased to address induction needs. The Council uses a mixed economy of training providers which contributes to the efficient use of the budget. Finance scrutiny project [see B5 above] is using partnership arrangements. Members advised of opportunities to access development provided via WLGA such as the	

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			Leadership Programmes for Councillors 2014/15 and Young Councillors Weekend. Members reminded of the WLGA's Workbooks	B7-01 WLGA Workbooks reminder email 2014-0-09
B8. Members are offered the opportunity to be mentored by member peers.	The authority is exploring the needs of members to be mentored. Any member who has requested a mentor is provided with one. Mentors are trained in mentoring skills.	The authority is speaking to members about the concept and benefits of mentoring to gauge interest. Mentoring might include member to member or working with member or officer "buddies" The authority should be exploring the need to provide Leadership mentoring for the Leader and Cabinet if requested.	A scheme was agreed by Council in April, 2010 and included in the Council's Constitution. Informal mentoring by peers continuing. No formal requests for mentoring to date.	
C. Member Support				
C1. Officer support is provided for member development, support and scrutiny.	Every member committee, panel, forum etc. has officer support provided. Members are also supported in their case work.

Overview and scrutiny committees have dedicated support from officers who can provide impartial research, | Officer support should be provided for every council meeting and committee.

Systems should be in place to support members in non Party Political case and community work whether from member support or other service areas. Support for collaborative | The Council, Cabinet, Regulatory and Shire Committees are supported by the Cabinet Business Manager and Democratic Services Officer. Scrutiny Committees are supported by a Scrutiny Manager and Scrutiny Officers. | |

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	support and advice. The nature of the support has been clearly articulated to members	governance arrangements such as joint committees and commissioning boards should also be evidenced. There needs to be a resource (dedicated or otherwise) in the authority who can provide members with advice in relation to the discharge of the authority's scrutiny function, and support for scrutiny members or committees by impartially researching information. This should be in direct response to the needs of members when they are undertaking their legitimate scrutiny role.	In May 2011 a Member Support Unit, County Hall was created. A Member Support Agreement was agreed in July 2013 specifying the level of support to Members and is updated as required.	C1-01 Member Support Agreement June 2013 C1-02 Member Support Agreement August 2014
C2. Arrangements made for the business of the Council are flexible and enable members to participate fully regardless of personal circumstances	A review of the arrangements for council business has taken place and as a result, meeting times, arrangements and venues reflect the needs of members as closely as possible. Members have been involved in developing the approaches to remote attendance as set	Authorities should have undertaken a review in line with Measure guidance i.e at least once every term, preferably shortly after the new council is elected which at least measures whether daytime or evenings are preferred and if particular times cause problems for individual members. Individual	The Council diary is published in the Autumn for the following year. There are set dates for specific Committees and the timing of Committees reflect the travelling distances of Members. Examples of return distances to County Hall: North Powys - Machynlleth	

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	out in the standing orders as/when required by the Measure.	committees should be able to define what is convenient for members of that committee. What should be demonstrated is an awareness of the restrictions placed on members by holding council meetings at certain times and some evidence of flexibility in meeting arrangements as a result.	110 miles, Rhiwlas 119 miles South Powys - Lower Cwmtwrch 112 miles. Committees have experimented with different meeting times. Committees can adjust their timetables as they see fit to reflect the needs of the membership and the work programmes, e.g. Children, Social Care and Health Scrutiny Committee decided to schedule monthly meetings from May 2011. Scrutiny Working Groups etc. set dates to suit the Membership. Member Development sessions are normally held in the morning and end by early afternoon to allow Councillors to attend other events. This was requested by Members as was the setting of a day per month for regular Member Development	

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			Sessions. Members were surveyed in September 2012, as required under the Measure, to establish their preferred times for meetings. The results were considered by the DSC October 2012 and the 2013 diary was agreed by Council in October 2012. The diary is agreed by Council in the autumn.	C2-01 DSC report Timing of Council meetings Oct 2012
C3. Contact management and communication	Systems are in place to enable members to liaise with council officers regarding services provided both within and outside the authority. Community groups and individuals are also assisted in contacting local members. Members are able to contact stakeholders.	These systems should include agreed standards for response times, complaints procedures and processes to support community and casework. Members should be provided with information regarding which officers to contact regarding complaints and casework relating to any service delivered by or on behalf of the council.	The Member Support Unit provides this support. The Member Support Team will also deal with queries and issues on behalf of Members, if required to support Members in receiving responses. Frequently Asked Questions page is maintained on the Members' Portal	See C1-01 Member Support Agreement C3-01Frequently Asked Questions Members' Portal
C4. Annual reports	The authority makes arrangements for all members	Members are provided with support and guidance on using	31 Members' Annual reports were published for	C4-01 MDWG notes extract 2014-01-16

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	to be able to publish annual reports, according to the guidance in the measure.	the authority's systems.	the period 2012-2013. A press release was published in September 2013 and an article included in "Red Kite" which was delivered to each household in Powys.	C4-02 Press release C4-03 Red Kite Winter 2013
			Members are provided with guidance notes and a template which includes personal information and information in Sections 1 and 3. Members check this and complete Sections 2 and 4, with assistance if required. When finalised reports are published on the individual members page on the Council website.	C4-04 Guidance notes for Annual reports
			The MDWG agreed in June 2014 that for those Members not producing full reports, the following information should be published Section 1: Roles and Responsibilities and Section 3: Learning and Development. This was to	C4-05 MDWG notes extract 2014-06-09 C4-06 Email to Members regarding Annual reports July 2014

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			ensure that the public were able to access this information in respect of all Members. This was agreed by DSC in July 2014. <mark>For the period 2013-14 XXX full reports were published, short reports were published for the other xx councillors.</mark>	
C5. Personal support for members	Members are provided with access to guidance on their rights and benefits as members.	Members are provided with general advice on what might be described as 'employment' rights and benefits relating to their role as councillors. This includes member salaries, family absence, allowances, tax and benefits, pensions, indemnities, data protection and freedom of information.	Information provided to Members regarding rights and benefits at appointment and updates provided as required. Members' Salaries. Allowances and Expenses report approved at Annual Council meeting. <mark>Requested info from Graham Evans</mark> – phoned 25/9	C5-01 Expenses summary 2012-13 provided on appointment C5-02 Data Protection summary 2012-09-21 C5-03 Members' Salaries, Allowances and Expenses report to Council 2014

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D. Member Facilities				
D1. All members are provided with adequate access to ICT.	▪ Members are provided with the equipment, or connectivity required to undertake their role. ▪ Basic training is provided in its use and help desk facilities are available. ▪ Members are supported in remote working through the use of remote access codes and Skype etc. ▪ Members are provided with support to enable them to remotely attend meetings according to the standards set out in the standing orders (when implemented through the Measure). ▪ Members are able to communicate with the council and the public	Members are provided with equipment for their individual use to undertake council business. They are shown how to use the equipment and packages. They are able to have assistance if they are experiencing problems with using the equipment or it is faulty. Members are advised on the use of mobile communications and digital and social media and have access to relevant social media sites, discussion fora and communities of practice such as is required to undertake their role. All council agendas and meeting papers are provided electronically.	All members are issued with laptops and access ICT support and training resources. Currently two members do not use laptops. Laptops are part of the corporate refresh programme and replaced under this scheme every 5 years. Blackberries are also provided to Cabinet Members on which they can access email. Members can access information via the Council's Committee Agendas system, Planning Portal system, Members' Portal including FAQs section, Member Information Bulletins, Council Policies, Member Development Presentation slides etc. Equipment and IT software and support for Members – range of equipment and	D1-01 to D1-10 details of website resources and ICT support D1-11 Equipment and IT software and support for Members

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification		
	electronically.		support available. Members can claim for broadband expenses. Members have the option of requesting a printer for use at home and Council provides ink and paper. Members surveyed in 2013 regarding preferences for paper or electronic copies of agendas. Lync system – the system has been installed on some Members laptops and they have been provided with support. Further role out of this is planned.	See C1-01 Member Support Agreement for details of ICT support See C5-01 Expenses summary 2012-13 provided on appointment D1-12 Email regarding Lync system May 2014
D2. Information resources are provided	A central collection of information dedicated to member needs is provided as part of the information and research support available to members.	An up to date and regularly revised collection of information resources is available specifically for members. This contains agendas, minutes, training	A Members' Portal provides access to information and this includes a FAQ section. The Portal includes a Member Development section. Presentations and information from	D2-01 to 05 examples of information available on Members' Portal

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	<mark>Description of authority approach and actions</mark>	<mark>References to supporting evidence enclosed</mark>
		opportunities, links to web resources and access to performance data. Members are informed about the information that is available.	internal Member Development sessions and reports from Members who have attended external courses are added to this section. The Member Support Unit supports Members in accessing information and undertaking research.	See C1-01 Member Support Agreement
D3. Facilities for members to work in the Council are available.	Member needs have been reviewed and where required the following are provided: ▪ Shared areas for example for each political group. ▪ Private rooms for meetings. ▪ Offices for senior office holders.	The needs of members must have been assessed. Rooms must be available but not necessarily permanently dedicated.	Facilities are available in the Member Support Unit, County Hall: • three Cabinet work rooms • opposition work room • one General bookable meeting room • four docking/work stations for general Member use, two static PCs and printersMembers' pigeon holes and shredder • general office space and on hand officer support. The Leader also has an office on the first floor. In addition to the above	See C1-01 Member Support Agreement

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
			Montgomeryshire Members have access to the Video Conference Room/ Members Retiring Room, Neuadd Maldwyn, Welshpool which has a printer and telephone. This room is booked for Montgomeryshire Members on monthly Shire meeting days. Brecknockshire Members can use the Members Lounge, Neuadd Brycheiniog, Brecon which has a docking station and printer. Members and political groups can also book any meeting room as and when required. Members have their own lounge at County Hall where they can relax or work.	